



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 11300.2B
MAIN/rsm
15 Jan 1986

BASE ORDER 11300.2B

From: Commanding General
To: Distribution List

Subj: Connections/ Disconnections to Utility Systems

Ref: (a) NavCompMan Vol 3, Chapter 5, and Vol 7, Chapter 5

Encl: (1) Letter of Notification

1. Purpose. To provide guidance and establish procedures governing connections/ disconnections to utility systems by tenant units and contractor agencies aboard the Camp Lejeune Complex in accordance with the reference.

2. Cancellation. BO 11300.2A.

3. Background. The reference provides authority for promulgation of policy. All organizations and contractor agencies are prohibited from making connections/ disconnections to the base power source to include the opening and closing of fuse cutouts on power lines and transformer banks; or to primary steam/water/sewage distribution lines and fire hydrants without proper coordination/authorization from the Base Maintenance Division.

4. Information. Base Maintenance Division is responsible for providing utility services (i.e., electricity, water, sewage, and steam) to tenant units and customers located on Marine Corps Base, Camp Lejeune and Marine Corps Air Station, New River. Inherent in this responsibility is the requirement to ensure:

a. The adequacy and safety of utility distribution systems to include its ancillary connections.

b. That customers subject to payment for utility services are appropriately billed for such services.

5. Action

a. Base Maintenance Officer:

(1) Make authorized connections/disconnections to utility systems as directed.

(2) Provide standard single-phase, watt hour meters for installation in contractor provided meter base for temporary service.

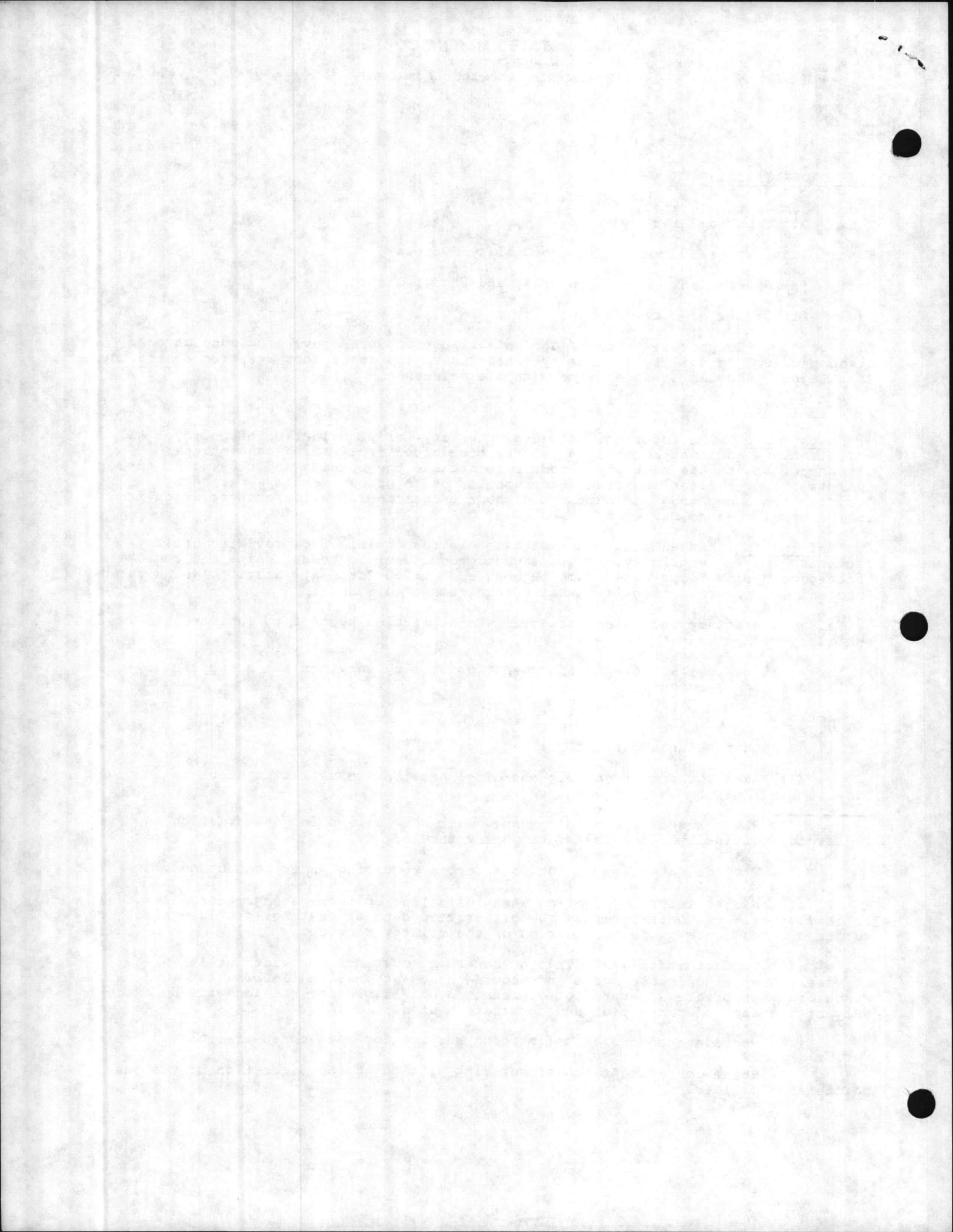
(3) Provide water meters for contractors requiring water connections.

(4) Record meter information when installing or terminating metered services to reimbursable customers, verify the calibration date of customer-provided electric meters and seal meters upon connection of the utility service.

(5) Conduct monthly readings of meters of customers provided utility services on a reimbursable basis and provide necessary billing information to Base Fiscal as appropriate. Meters for contractors not liable for billing will be read only at the time of connection and termination of service.

(6) Provide a scheduled calibration service for base-owned electric meters.

(7) Steam connections and/or metering will be at the discretion of the Base Maintenance Officer.



d. Public Works Officer:

(1) Inform contractor agencies of the contents of this Order and establish appropriate controls for its enforcement.

(2) Initiate a notification of utility services required as shown in the enclosure for agencies awarded contracts which require utility support and collect any required deposits. Direct the contractor to contact the Base Maintenance Division (Finance & Accounting Section), Building 1202, telephone 451-5122, to arrange for utility connection/disconnection and billing routine.

(3) Ensure that the contractor provides a standard meter base and service pole for single phase, 120/240V service (200 amp or less). Contractors requiring larger metering requirements will provide all equipment, including an operating meter with a calibration stamp denoting calibration within the previous two years. Contractors will be advised that tampering with or moving sealed meters or other unauthorized connections to utility distribution systems including fire hydrants without notification to the Base Maintenance Division will be grounds for discontinuance of utility services.

(4) Ensure that the contractor's check-out list includes a utility clearance reminder.

c. Officers-in-charge of agencies provided utility services on a reimbursable basis:

(1) Initiate written notification of utility services required to the Base Maintenance Officer when such request requires the installation/transfer/termination of metered or unmetered service.

(2) Customers with requirements that exceed the capability of residential-type meters will be expected to purchase their own meters and auxiliary equipment. When such requirements exist, the procedures noted in paragraph 5b(3) apply.

d. Other tenant activities. Contractors and vendors performing work on organization equipment other than facilities may be required to reimburse the government for utilities. Commanders/OIC's should notify the Base Maintenance Division, utilizing the format in the enclosure, whenever contractors/vendors are performing such services.

6. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group, (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital, and Naval Dental Clinic.


R. L. FORMANEK
Chief of Staff

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